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The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS User account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

**GENERAL:**

**Year-end** – We are closing in on the last few days of the fiscal year. It is especially critical at this time that all year-end processes are completed in a timely process. Please be sure that the Department of Budget and Finance (DBF) year-end documentation has reached all appropriate staff and has been thoroughly discussed and reviewed by all. The year-end close schedule, checklist and encumbrance request form can be found on courtnet under both the GEARS and DBF sites. Adhering to the recommended actions and established deadlines will allow for a smooth and accurate Judiciary close-out.

<https://mdcourts.gov/gears>

Below are the most recent “past” tasks and those coming up in the next week or so from the checklist:

## FY21 Year-end Checklist

Date	Area	Action Required
Saturday, June 26 and Sunday, June 27	OTC – Order to Cash	GEARS Users – Recommended weekend for courts to “catch-up” and process any outstanding deposits.
Friday, June 25	Purchasing Card	This is the cycle end date for the final P-card statement.
Thursday, June 24 – Wednesday, June 30	OTC – Order to Cash	Non-GEARS OTC (COA, COSA, Board of Law Examiners, Law Library) – Please email your daily CD’s to DBF <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .
Wednesday, June 30	OTC – Order to Cash	Non-GEARS users (COA, COSA, Board of Law Examiners, and Law Library) should send all remaining FY21 revenue adjustments, such as returned checks, via email to DBF <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .
Friday, June 25	PTP – Purchasing	On-going review and monitoring of open requisitions and purchase orders.
Friday, June 25	PTP – Purchasing	On-going review and monitoring of voucher statuses utilizing the voucher activity page and interpreter invoice monitoring.
Thursday, July 1	OTC – Order to Cash	Process the June 30 deposit. It should have an accounting date of June 30.
Thursday, July 1	PTP – Accounts Payable and OTC – Order to Cash	All FY22 invoice and revenue refund processing should be held until Wednesday, July 14.
Tuesday, July 6	PTP – Accounts Payable	All local jurisdiction reimbursement requests for Masters and Jurors from the applicable counties should be submitted to DBF.
Tuesday, July 6	PTP - Grants	Submit grant accruals to DBF.
Wednesday, July 7	OTC – Order to Cash	All FY21 Revenue refunds should be recorded in GEARS. Non-GEARS users, such as COA, COSA and BLE, should have paper revenue refund requests submitted to DBF.
Wednesday, July 7	OTC – Order to Cash	Ensure all FY21 adjustments, such as returned checks, deposit errors, eRecording, CCU, and P&P, are completed in GEARS and send all other remaining DBF OTC adjustments, such as appeals, and agency return of funds, to DBF via email to <a href="mailto:jfru@mdcourts.gov">jfru@mdcourts.gov</a> .

Wednesday, July 7	GL – General Ledger	Please complete any remaining FY21 journal entries in GEARS using a journal date of <b>June 30, 2021</b> . Please ensure that journals are approved to allow for posting as well.
Thursday, July 8	OTC – Order to Cash	Accounts Receivable Summaries for the month of June and year-end compilation reports are due to DBF.

If you should have any questions regarding year-end, please reach out and ask.

Thank you,



**Tammy Sitar, CPA**

Director, Budget and Finance

GEARS Team

Administrative Office of the Courts

187 Harry S. Truman Parkway

Annapolis, MD 21401

P | 410-260-1419

C | 443-496-2926

[tammy.sitar@mdcourts.gov](mailto:tammy.sitar@mdcourts.gov)